

**REQUEST FOR QUOTES**  
**Employee Uniform Rental and Facility Service Product Rental**

**PURPOSE**

The Town of Smithfield will be accepting quotes until **12:00 noon on Tuesday, December 29th 2015** for the purpose of employee uniform and facility service products rentals.

The Town invites any qualified supplier to respond to this solicitation by submitting a quotation for such work, service, and/or items consistent with the terms and conditions herein set forth.

**SCOPE OF WORK**

The Town is seeking quotes to establish a (5) year contract **beginning March 11, 2016** for the rental of uniforms for approximately 17 employees. The employee name and the Town of Smithfield/Department approved logo must be on all shirts and jackets.

The following clothing descriptions shall be available for each employee:

- 11 shirts (long or short sleeve)
- 11 work pants
- 2 Jackets
- 1 Coveralls (non – insulated)

The following facility products (including dispensers) should be available for rental/servicing:

Heavy Duty Hand Scrub  
Air Freshener Service  
Auto Flush  
Paper Towels

Quotes shall include:

1. Price per clothing piece per person and price per week per person.
2. Insurance price per clothing piece and explanation of coverage
3. Price per week for facility products
4. Cost for initial set up
5. Cost for logo and employee name
6. Any additional fees/charges for service

Vendor's employees shall be sufficiently trained and possess the experience and knowledge to assist Town employees with proper fitting and correct uniform application

for all areas of use by employees. Problems related to improper fit shall be satisfactorily and promptly addressed at sole expense of vendor.

Clean uniforms shall be delivered and dirty ones picked up on a weekly basis. Detailed lists of all uniforms delivered and picked up for each employee shall be provided weekly. Invoices shall be itemized of charges per person and shall have a payment of net 30 days.

## **GENERAL INSTRUCTIONS TO SUPPLIERS**

**All quotes shall be sent to the attention of Sonja Eubank, Department of Planning, Engineering and Public Works, P.O. Box 246, Smithfield, Virginia 23431. Quotes may be emailed to [seubank@smithfieldva.gov](mailto:seubank@smithfieldva.gov) or may be faxed to 757-357-9933.**

Quotations should be submitted in accordance with the scope of work. The Town of Smithfield in its sole discretion shall determine if a vendor is qualified and acceptable.

In evaluating the Quotations, the Town shall consider the qualifications of the Suppliers, whether or not the Quotations comply with the prescribed requirements, and the quoted prices. If the contract is to be awarded, it will be awarded to the lowest responsive and responsible Supplier as determined by the Town. It is the intent of the Town of Smithfield to award this contract to the lowest responsive and responsible Supplier.

The Contractor is prohibited from engaging in employment discrimination and must comply fully with the provisions of the Code of Virginia, Section 2.2-4311 (1950, as amended). The Town of Smithfield does not discriminate on the basis of race, sex, age, handicap, national origin or faith/religious affiliation.

The right is reserved, as the best interest of the Town may require, to revise or amend these specifications prior to the date set for receipt of Quotations. Any revisions and/or amendments will be in the form of addendum to this document.

By submitting their Quotations, Suppliers certify that their Quotations are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Supplier, manufacturer or subcontractor in connection with their quote, and that they have not conferred on any public employee having official responsibility for this procurement transaction, any payment, loan, subscription, advance, deposit of money, service of or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

By submitting their quotations, Suppliers certify that they are not currently debarred by the Commonwealth of Virginia from submitting Quotations or proposals on contracts for the type of service covered by this solicitation, nor or they an agent of any person or entity that is currently so debarred.

The Town of Smithfield reserves the right to reject any and all Quotations, to waive any informalities and/or technicalities in Quotations received, to negotiate should the lowest responsive and responsible quotation exceed budgeted limitations, and to accept the quotation(s) which may best serve the interest of the Town of Smithfield.

**Any questions pertaining to this RFQ shall be directed to Sonja Eubank at 757-365-4272 or [seubank@smithfieldva.gov](mailto:seubank@smithfieldva.gov)**